

31 OCT 1983

OTE 83-4009

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83-4708

REGISTRY

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MEMORANDUM FOR: Executive Director

VIA: Acting Deputy Director for Administration
Administrative Officer, DCI

FROM:
Director of Training and Education

SUBJECT: Request for Approval to Incur Expenses

1. Approval is requested to incur expenses under

2. I believe that the expenditure of appropriate funds is authorized under for the cost of a year-end reception to be tendered by the Editorial Board of Studies in Intelligence (a DCI publication) on 6 December 1983 for those who have contributed time and effort to the journal in 1983. The Board, which voted to hold such a reception at its last quarterly meeting, 14-15 October, seeks in this way to extend recognition to the people who have made Studies the success it is.

3. Designated officials will be the members of the Board:

4. Other persons present will be all of those who have contributed in any way to Studies in Intelligence in 1983 -- within and outside CIA -- authors, cartographers, graphics artists, printers, etc.

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5. I certify that the attendance of these individuals has been requested and is considered essential to the conduct of official Government business and further that the function will facilitate the accomplishment of the DCI's duties and responsibilities.

6. The estimated cost of this function is \$900.00.

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CONCUR:

31 OCT 1983Signed: James H. McDonaldDateActing Deputy Director for Administration

I certify the availability of funds in the amount indicated in paragraph 6.

Budget and Fiscal Officer, DCIDate

APPROVED:

Executive DirectorDate

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